

Ohio Excels Job Description

TITLE: Executive Assistant and Project Analyst

LOCATION: Columbus, OH – Hybrid Schedule

REPORTING: Executive and Project Analyst reports to the President of Ohio Excels

PRINCIPAL RESPONSIBILITIES:

The Executive and Project Analyst coordinates administrative, meeting management activities and provides support for finance and special projects for Ohio Excels, a nonprofit, statewide education advocacy group created by a coalition of state business leaders to help improve educational outcomes for all Ohio students by focusing on early childhood, K-12, and postsecondary education experiences. The position will interact with many of the state's business leaders, education organizations, and policymakers to further Ohio Excels' mission.

Job duties include:

- Provide administrative support to the president and key staff.
- Manage complex calendars and meeting schedules.
- Organize and support meetings, including scheduling, logistics, materials preparation, for groups ranging from small teams to large events with 500+ attendees.
- Coordinate Board meetings, including agenda development, material distribution, minute-taking, and communication with Board members and their assistants.
- Provide project management support, which includes serving as the primary contact for project communications, coordinating meetings, disseminating information, tracking project progress, taking meeting notes, and ensuring stakeholder engagement.
- Maintain comprehensive project documentation and up-to-date versions of documents and materials.
- Update and maintain databases for all mailing lists and mail merges.
- Provide support for financial and accounting services and assist with administration of benefit programs including preparation and maintenance of associated records and reports.
- Maintain personnel job descriptions, employee handbooks/manuals and employment policies.
- Maintain up-to-date versions of important/corporate documents as required by law (board meeting minutes, foundation bylaws) and communicate with president to ensure annual review of such documents and processes.
- Arrange work travel, such as conference registrations, airfare, and hotel reservations, and help coordinate expenses.
- Serve as the first point of contact by answering phones and welcoming guests.
- Prepare simple power point and other presentation materials as well as organize the organization's shared files.
- Assume additional duties as requested.

QUALIFICATIONS:

- Strong administrative and technical writing, calendar management and project management skills.
- Experience with important systems used by the organization, including Microsoft Office, QuickBooks, Wix, Paychex, Canva, Mailchimp, Zoom, Survey Monkey, Eventbrite, AI, etc.
- Excellent verbal and written communication skills.
- Positive attitude, curiosity, and strong interpersonal skills, both in person and over the phone.
- Strong organizational and problem-solving skills; ability to work independently, demonstrate self-initiative and strong attention to details.
- Ability to take direction from several staff members and prioritize tasks fairly and efficiently.
- Flexibility and ability to work in a fast-paced, creative team environment.
- Proven work experience as an administrative assistant and project management support.
- Experience working in nonprofit or advocacy organizations a plus.

SALARY & BENEFITS: Salary is competitive and commensurate with experience. Comprehensive benefit package with vacation, 401K, health care, and parking.

Salary Range: \$50,000 – \$70,000+ based on experience.

Cover letter plus resume to: lisagrav@ohioexcels.org (preferred) or 41 South High Street, Suite 2245, Columbus, Ohio 43215. Please no phone calls.

Ohio Excels is an Equal Opportunity Employer